Michigan Department of Treasury 496 (02/06) Auditing Procedures Report

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			vernment Typ		—		Local Unit Na			County
	Cour		☐City	⊠ Twp	□Village	□Other	Township	of Mancelona	-10.1.74.14.01.1	Antrim
	·31-0				Opinion Date 5-9-06			7-13-06	ort Submitted to State	
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				ecountante	licensed to p	ractica in l	Michigan			
					-		_	acad in the financi	ial atatamente inclu	ding the notes, or in the
Mar	ager	nent	Letter (repo	ort of com	ments and rec	ommenda	ve been alsci itions).	osed in the linanc	iai statements, inclu	aing the notes, or in the
	YES	9	Check ea	ch applic	able box bele	ow. (See i	nstructions fo	or further detail.)		
1.	×		All require reporting	ed compor entity note	nent units/func es to the financ	ls/agencie cial statem	s of the local nents as nece	unit are included	in the financial state	ments and/or disclosed in the
2.	×							unit's unreserved budget for expen	fund balances/unre	stricted net assets
3.	X		The local	unit is in c	ompliance wit	h the Unif	orm Chart of	Accounts issued t	by the Department o	f Treasury.
4.	×		The local	unit has a	dopted a budg	get for all r	equired fund	S.		
5.	X		A public h	earing on	the budget wa	as held in	accordance v	vith State statute.		
6.	X		The local other guid	unit has no ance as is	ot violated the ssued by the L	Municipa ocal Audit	l Finance Act tand Finance	, an order issued Division.	under the Emergend	y Municipal Loan Act, or
7.	×		The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.				ner taxing unit.			
8.	X		The local of	unit only h	olds deposits	/investmer	nts that comp	ly with statutory re	equirements.	
9.	×		The local u	I unit has no illegal or unauthorized expenditures that came to our attention as defined in the <i>Bulletin for f Local Units of Government in Michigan,</i> as revised (see Appendix H of Bulletin).				l in the <i>Bulletin for</i>		
10.	X	There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that I not been communicated, please submit a separate report under separate cover.					uring the course of our audit f there is such activity that has			
11.	×		The local u	ınit is free	of repeated o	omments	from previou	s years.		
12.	×		The audit of	opinion is	UNQUALIFIE	D.				
13.	X			al unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accounting principles (GAAP).				and other generally		
14.	×		The board	or counci	l approves all	invoices p	rior to payme	ent as required by	charter or statute.	
15.	×							ed were performed		
inclu des	uded criptic	in th on(s)	is or any o of the auth	other audi ority and/o	t report, nor or commission	do they ol ı.	btain a stand	operating within di-alone audit, plea	the boundaries of the ase enclose the na	ne audited entity and is not me(s), address(es), and a
			losed the f			Enclosed		ed (enter a brief justi	fication)	
Fina	ancial	l Stat	ements			\boxtimes			WWW.L.	
The	lette	r of C	Comments a	and Recor	nmendations		None			
Oth	er (De	scribe)							
			ccountant (Firm	n Name)				Telephone Number 989-732-1441		
	t Addr 4 S. (er Ave Su	ite 108				city Gaylord		^{Zip} 49735
Autho	prizing	CPA S	Signature	~			nted Name aniel S. Sm	ith	License Nui 110102	

TOWNSHIP OF MANCELONA ANTRIM COUNTY, MICHIGAN AUDITED FINANCIAL STATEMENTS MARCH 31, 2006

TOWNSHIP OFFICIALS

SUPERVISOR

GERALD PATRICK

CLERK

MAURICE McGLEISH

TREASURER

CATHY SUE ROBINSON

TRUSTEES

DAN BEAN

MARGARET CHAPMAN

TOWNSHIP OF MANCELONA

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INDEPENDENT AUDITOR'S REPORT

May 9, 2006

To the Township Board Township of Mancelona

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Mancelona, Antrim County, Michigan as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Township's managements. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Mancelona, Antrim County, Michigan as of March 31, 2006, and the respective changes in financial position, thereof and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages II – V and budgetary comparison information on pages 20 – 25, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

Daniel S. Smith, CPA

TOWNSHIP OF MANCELONA

202 W. State Street Mancelona, MI 49659

TOWNSHIP OF MANCELONA MANAGEMENT'S DISCUSSION & ANALYSIS YEAR ENDED MARCH 31, 2006

This section of the Township of Mancelona's annual financial report presents our discussion and analysis of the Township's financial performance during the fiscal year ended March 31, 2006. Please read it in conjunction with the financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Township assets at March 31, 2006, as reported in the Statement of Net Assets, totaled approximately \$2,270,000 for governmental activities. Of the total Township assets, approximately \$1,157,000 represents capital assets net of depreciation.

Overall revenues were approximately \$937,000 (\$195,000 from program revenues and \$742,000 from general revenues). Overall expenses approximated \$898,000.

The Township did not borrow any money during the year. Long-term debt and capital asset activity is addressed further in a subsequent section of this letter.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion & analysis, the basic financial statements, and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status. These statements present the governmental activities of the Township. The Township does not engage in any business-type activities.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide statements report information about the Township as a whole using accounting methods used by private companies. The Statement of Net Assets includes all of the entity's assets and liabilities. The Statement of Activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net assets and how they have changed. Net assets are the difference between the Township's assets and liabilities; this is one method to measure the Township's financial health or position.

Over time, increases or decreases in an entity's net assets is an indicator of whether financial position is improving or deteriorating.

To assess overall health of an entity, you may also have to consider additional factors such as tax base changes, facility conditions, and personnel changes.

All of the activities of the Township are reported as governmental activities.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds, not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditure of those resources.

The Township has the following types of funds:

Governmental Funds: All of the Township's activities are included in the governmental fund category. These funds are presented on the modified

accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's government-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Net Assets: The Township's combined net assets increased approximately \$39,00 during the year ended March 31, 2006 totaling \$2,263,296. The increase is mainly due to conservative fiscal monitoring by the board over virtually all expenditures.

Government Funds: The fund balances for governmental funds decreased approximately \$9,400. The decrease is due primarily to a significant amount of road work (\$154,154) and the purchase of a new tractor (\$29,100) for the cemetery.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

General Fund: This fund is used to record all activities of the Township not required to be recorded in a separate fund. This would primarily include township administration, ambulance services, and the costs to operate the township hall. The major sources of revenue for the general fund are the Township tax base and the revenue sharing from the State of Michigan. The major expenses for this fiscal year include the general operating activities of the Township, and ambulance services.

Fire Fund: The Fire Fund is used to account for all activities related to fire protection services. Revenues are derived primarily from property taxes and contractual services to Custer Township, and totaled \$354,754. Fire expenditures totaled \$339,743, of which \$119,225 was spent on debt service. Other major expenditures include wages, repairs and maintenance and insurance.

Road Fund: The Road Fund is used to account for all activities related to road repair and construction. Revenues are derived primarily from property taxes and totaled \$95,767. Expenditures, totaling \$154,154, were paid to repair and pave several Township roads.

The Township has the following non-major funds:

Cemetery, Library, and Liquor Law Enforcement. These funds are primarily supported by program revenues, with some assistance from the general fund.

Revenues totaled \$62,112 and expenditures totaled \$122,994, with \$34,371 coming from the general fund.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

Capital Assets: Additions to the Township's capital assets include fire equipment in the amount of \$1,950, the new tractor for \$29,100, and \$4,075 for improvements to the library.

Long-Term Debt: The Township paid off its balance outstanding of \$114,727. At year end, the Township had no debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The Township is strongly considering the purchase of a new township hall. The cost approximates \$250,000. The existing hall would be retained by the Township for expansion of library services.

CONTACTING TOWNSHIP MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Township's finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact Maurice McGleish, Township Clerk or Sue Robinson, Township Treasurer at 202 W. State Street, Mancelona, MI 49659.

Gérald Patrick, Supervisor

Maurice McGleish, Township Clerk

Sue Robinson, Township Treasurer

TOWNSHIP OF MANCELONA STATEMENTS OF NET ASSETS MARCH 31, 2006

ASSETS

Current Assets: Cash Investments Due from Fiduciary Fund Due From Custer Twp Due from County	\$ 697,766 228,689 6,110 110,187 70,179
Total Current Assets	 1,112,931
Capital Assets: Capital Assets Less, Accumulated Depreciation	 2,013,780 (856,879)
Total Capital Assets	 1,156,901
Total Assets	 2,269,832
LIABILITIES	
Current Liabilities: Accounts Payable Due to Ambulance Authority	\$ 80 6,456
Total Current Liabilities	 6,536
NET ACCETO	
NET ASSETS	
Investment in Capital Assets Net Assets, Unrestricted Net Assets, Restricted	 1,156,901 651,053 455,342
Total Net Assets	\$ 2,263,296

TOWNSHIP OF MANCELONA STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2006

NET (EXPENSE)	REVENUE AND CHANGE IN NET ASSETS GOVERNMENTAL ACTIVITIES	- \$ (187,706) (36,411) (62,100) (43,174) (193,711) (146,824) (17,231) (17,231) (1,654)	702,647	424,942 209,048 31,522 11,820 29,409 24,702 10,153	741,596	38,949	2,224,347	\$ 2,263,296
ENUES	CAPITAL GRANTS AND CONTRI- BUTIONS	↔						
AM REVEN	OPERATING GRANTS AND CONTRI- BUTIONS	\$ 20,435 7,330 33,130 1,674	62,569					
PROGRA	CHARGES FOR SERVICES	\$ 110,187 1,314 20,980	132,481	NERAL REVENUES Property Taxes State Shared Revenue Property Tax Administration Fee Swamp Tax Interest on Investments Royalties Other	Revenues	sets	- Beginning of Year	- End of Year
	EXPENSES	\$ (208,141) (36,411) (62,100) (43,174) (303,898) (154,154) (51,675) (3,328)	(897,697)	GENERAL REVENUES Property Taxes State Shared Revenue Property Tax Administr Swamp Tax Interest on Investments Royalties Other	Total General Revenues	Change in Net Assets	Net Assets - Beg	Net Assets - End
		GOVERNMENTAL ACTIVITIES: Township Administration Assessing Buildings and Grounds Ambulance Services Fire Protection Road Construction Library Cemetery Liquor Law	.*					

TOWNSHIP OF MANCELONA BALANCE SHEET GOVERNMENTAL FUNDS MARCH 31, 2006

		MAJOR	GOVE	MAJOR GOVERNMENTAL FUNDS	FUN	SI	NON	NON-MAJOR		
	Ф	GENERAL		FIRE	œ	ROADS		MENTAL		TOTAL
ASSETS Cash Certificates of Deposit	↔	432,346 156,781	 69	127,697 51,028	ν	777,777	₩	59,946 20,880	↔	697,766 228,689
Receivables: Delinquent Taxes and Fees Due From Other Funds		23,698 6,110		143,450		13,218		t t		180,366 6,110
Total Assets		618,935		322,175		90,995		80,826		1,112,931
LIABILITIES AND FUND EQUITY Liabilities: Accounts Payable Due to the Ambulance Authority		80 6,456		1 1		1 1		1 1		80 6,456
Total Liabilities		6,536		'						6,536
Fund Equity: Fund Balance: Reserved Undesignated, Unreserved		612,399		322,175		90,995		42,172 38,654		455,342 651,053
Total Fund Equity		612,399		322,175		90,995		80,826		1,106,395
Total Liabilities and Fund Equity	↔	618,935	↔	322,175	€	90,995	↔	80,826	↔	1,112,931

TOWNSHIP OF MANCELONA RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS MARCH 31, 2006

TOTAL FUND BALANCES - GOVERNMENTAL ACTIVITIES PER BALANCE SHEET - PAGE 3	\$ 1,106,395
Amounts reported for governmental activities in the Statement of Net Assets (Page 1) are different because:	
Capital assets used in governmental activities are not financial resources and therefore not used in the funds.	 1,156,901
TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES PER STATEMENT OF NET ASSETS - PAGE 1	\$ 2,263,296

TOWNSHIP OF MANCELONA STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS FOR THE YEAR ENDED MARCH 31, 2006

	MAJ	OR F	UNDS	NON	
	GENERAL	FIRE	ROADS	MAJOR FUNDS	TOTAL
REVENUES					
Local Sources:					
Current Property Taxes Charges for Services:	\$ 133,239	\$ 203,266	\$ 88,437	\$ -	\$ 424,942
Custer Township	-	110,187	-		110,187
Property Tax Administration	31,522	· -	-	-	31,522
Summer Tax Reimbursement	20,435	-	-	-	20,435
Other:					
Royalties	20,518	-	-	4,184	24,702
Interest	24,586	3,993	-	830	29,409
Cemetery Fees	-	-	-	20,980	20,980
Library Sources	-	-	-	34,444	34,444
Miscellaneous	8,584	1,569	_	· -	10,153
State Sources:					·
State Shared/Grant	182,309	26,739	=	1,674	210,722
Swamp Tax	11,820	-	_	-	11,820
METRO Funds		-	7,330	_	7,330
Total Davisson	400.040				
Total Revenues	433,013	345,754	95,767	62,112	936,646
EXPENDITURES					
General Government	285,953	_	_	_	285,953
Public Safety:	200,000				200,000
Ambulance Services	43,174	-	_	-	43,174
Fire Protection		339,743	-	_	339,743
Liquor Law Enforcement	_	000,7 10	_	3,328	3,328
Road Construction	_	_	154,154	0,020	154,154
Cemetery	_	_	104,104	63,916	63,916
Library	_	_	_	55,750	55,750
Library					
Total Expenditures	329,127	339,743	154,154	122,994	946,018
-					
Excess (Deficiency) of					
Revenues over Expenditures	103,886	6,011	(58,387)	(60,882)	(9,372)
OTHER SOURCES (USES)					
Transfers In (Out)	(40,821)	-	6,450	34,371	-
Fueros (Deficience) of Bernand					
Excess (Deficiency) of Revenues					
and Other Sources over					
Expenditures and Other Uses	63,065	6,011	(51,937)	(26,511)	(9,372)
Fund Balance - Beginning of Year	549,334	316,164	142,932	107,337	1,115,767
Fund Balance - End of Year	\$ 612,399	\$ 322,175	\$ 00.00F	e on one	\$ 1.10C.20E
i una Dalance - Lilu Oi 1 eai	Ψ U1Z,388	Ψ 3∠∠,1/3	\$ 90,995 	\$ 80,826 ====================================	\$ 1,106,395

TOWNSHIP OF MANCELONA RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2006

Amounts reported for governmental activities in the statement of activities (page 3) are different because: Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives. Depreciation expense, recorded in the statement of activities but not in the governmental fund financial statements. (101,53) Governmental funds do not report long-term debt; therefore, debt	
However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives. Depreciation expense, recorded in the statement of activities but not in the governmental fund financial statements. (101,53)	
but not in the governmental fund financial statements. (101,53	:5
Governmental funds do not report long-term debt; therefore, debt	1)
service payments are recorded as an expenditure. However, in the government-wide financial statements, long-term debt is recorded and debt service payments are applied against the	
outstanding balance. 114,72	<u> </u>
CHANGES IN NET ASSETS - GOVERNMENTAL ACTIVITIES PER THE STATEMENT OF ACTIVITIES - PAGE 2 \$ 38,92	

TOWNSHIP OF MANCELONA STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUND MARCH 31, 2006

ASSETS

Cash	\$ 6,110
LIABILITIES	
Due to Other Funds	6,110
Due to Other Governments	-
Total Liabilities	6,110
NET ASSETS	
Net Assets	\$ _

TOWNSHIP OF MANCELONA STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS YEAR ENDED MARCH 31, 2006

Fiduciary Net Assets - End of Year	\$ _
Fiduciary Net Assets - Beginning of Year	
Changes in Fiduciary Net Assets	-
DISBURSEMENTS: Property Tax and Interest Disbursements	 2,980,234
RECEIPTS: Property Taxes and Interest	\$ 2,980,234

NOTE A: ENTITY

The Township of Mancelona is a General Law Township of the State of Michigan located in Antrim County, Michigan. It operates under an elected board and provides service to its residents in many areas including law enforcement, community enrichment, and human services. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included. Based on these guidelines, there are no other entities which should be considered for inclusion in this report.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices of the Township of Mancelona are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations including required disclosures of the Township's financial activities.

The accounting policies of the Township of Mancelona conform to the generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

On April 1, 2003, the Township of Mancelona adopted the new governmental reporting model and implemented Governmental Accounting Standards Board (GASB) Statement No. 34 "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" and Statement No. 38 "Certain Financial Statement Note Disclosures".

Under the provisions of GASB Statements No. 34 and 38, the focus of the Township's financial statements has shifted from a fund focus to a government-wide focus.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities. These statements report financial information for

NOTE B: <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)</u>

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION (CONTINUED)

the Township as a whole, excluding fiduciary activities. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and Township general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers. At this time, the Township has no business-type activities.

The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with functional programs. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity.

Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Township's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assts and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not included as program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for governmental, proprietary, and fiduciary funds. Major individual governmental funds are reported in separate columns with composite columns for non-major funds. The measurement focus and basis of accounting for the government-wide and fund financial statements are described in a subsequent section of this note.

FUND TYPES AND MAJOR FUNDS

Governmental Funds

The Township reports the following major governmental funds:

General Fund - This fund is used to account for all financial transaction except those required to be accounted for in another fund. The fund includes the

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FUND TYPES AND MAJOR FUNDS (CONTINUED)

general operating expenditures of the local unit. Revenues are derived primarily from property taxes, State revenue sharing, and other inter-governmental revenues.

Fire Fund – This fund is used to account for all financial transactions related to the Township's fire protection services. Revenues are derived primarily from property taxes and services to Custer Township.

Road Fund – This fund is used to account for all financial transactions related to the Township's road repair/construction. Revenues are derived primarily from property taxes.

The Township reports, in total, the following non-major funds: Cemetery, Library, and Liquor Law Enforcement.

Other Funds

Fiduciary Funds – These funds are used to account for assets held in trust or as an agent for others. Tax collection activities are recorded in this category. Fiduciary activities are not reported in the governmental-wide financial statements, in accordance with GASB Statement No. 34.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The financial statements of the Township are prepared in accordance with generally accepted accounting principles (GAAP). The Township applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Township does not apply FASB pronouncements or APB opinions issued after November 31, 1989.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to Township departments. Fiduciary fund financial statements also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental Fund Financial Statements

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available.

Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, property taxes, franchise taxes (fees), intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

Property tax revenues are recognized as follows:

Properties are assessed as of December 31 and the related property taxes are levied on December 1 of the following year. These taxes are due on February 15; uncollected amounts are subsequently added to the county delinquent tax

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements (CONTINUED) .

rolls. A county revolving fund normally pays the balance of the Township's tax levy by May 31 of each year. In accordance with GASB 33 "Accounting and Financial Reporting for NonexchangeTransactions", the Township records the property tax revenue when it becomes an enforceable legal claim for the Township. Therefore, all taxes levied on December 31, 2005, are recorded as revenue in the current year. The Township's taxable value for the 2005 tax year totaled \$94,106,417.

The tax rates for the year ended March 31, 2006, were as follows:

PURPOSE	RATE/ASSESSED VALUATION
General	0.9923 mills per \$1000
Fire	2.0000 mills special assessment
	0.4961 mills per \$1000 (voted)
Roads	0.9923 mills per \$1000 (voted)
Ambulance	0.4849 mills per \$1000 (voted)

BUDGET

Public Act 621 of 1978 as amended provides that a local unit shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional and activity basis. The approved budgets of the Township for these budgetary funds were adopted on an activity level. Budgets as adopted end on March 31, of each year. There are no carryover budget items. During the year ended March 31, 2006, no over-expenditures were noted.

CAPITAL ASSETS AND DEPRECIATION

The Township's property, plant, and equipment, with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. Donated assets are stated at fair value on the date donated. The Township generally capitalized assets with historical cost of \$1,000 or more as purchase and construction outlays occur.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPTIAL ASSETS (CONTINUED)

The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

Buildings	25-50
Improvements, other than buildings	10-20
Machinery and equipment	5-10
Vehicles	5-10
Infrastructure	20-40

Land, construction in progress, and library books and periodicals are not depreciated.

With respect to asset improvements, costs over \$1000 should be capitalized if:

- 1. The estimated life of an asset is extended by more than 25%, or
- 2. The cost results in an increase in the capacity of the asset, or
- 3. The efficiency of the asset is increased y more than 10%, or
- 4. Significantly changes the character of the asset, or
- 5. In the case of streets and roads, if the work done impacts the "base" structure.
- 6. Other wise, the cost should be expensed as repair and maintenance.

For information describing capital assets, see Note E.

LONG-TERM DEBT, DEFERRED DEBT EXPENSE, AND BOND DISCOUNTS/PREMIUMS

In government-wide financial statements, outstanding debt is reported as liabilities. Bond issuance costs, bonds discount or premiums, and the difference

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

between the reacquisition price and the net carrying value of refunded debt are capitalized and amortized over the terms of the respective bonds using a method that approximates the effect of interest method.

The governmental fund financial statements recognize the proceeds of debt and premiums as other financing sources of the current period. Issuance costs are reported as expenditures.

USE OF ESTIMATES

The financial statements have been prepared in conformity with generally accepted accounting principles as applicable to governments and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

NOTE C: CASH AND INVESTMENTS

Cash consists of bank accounts or securities with original maturities of 90 days or less.

All **cash deposits** are maintained in financial institutions in Northern Michigan. The Township's deposits are categorized to give the indication of the level of risk assumed by the Township at fiscal year-end. The categories are described as follows:

- Category 1 Insured or collateralized with securities held by the Township or by its agent in the Township's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent in the Township's name.
- Category 3 Uninsured and Uncollateralized.

	BANK		CATEGOR'	Y	CARRYING
	BALANCE	1	2	3	AMOUNT
Major Funds	\$ 658,427	\$ 1,35	0 \$ 657,077	\$ -	\$ 637,820
Non-Major Fur	nd <u>s 59,946</u>		<u>59,946</u>	_	59,946
Total	<u>\$ 718,373</u>	<u>\$ 1,35</u>	0 \$ 717,023	<u>\$ -</u>	<u>\$ 697,766</u>
Trust & Agency	y <u>\$ 55,891</u>	<u>\$</u>	<u>\$ 55,891</u>	<u>\$</u>	<u>\$ 6,110</u>

NOTE C: CASH AND INVESTMENTS (CONTINUED)

The Governmental Accounting Standards Board Statement No. 3 risk disclosures for the Township's **investments** are as follows:

- (1) Insured or securities held by the Township or the Township's agent in the Township's name.
- (2) Uninsured with securities held by the counter party's trust department or its agent in the Township's name.
- (3) Uninsured with securities held by the counter party's trust department or agent but not in the Township's name.

		CATEGORY		CARRYING
	1	2	3	AMOUNT
Major Funds	\$ 193,765	\$ 14,044	\$ -	\$ 207,809
Non Major Funds		20,880		20,880
·	<u>\$ 193,765</u>	\$ 34,924		<u>\$ 228.689</u>

NOTE D: DUE FROM/TO OTHER FUNDS

Due From/To Other Funds represents \$6,110 collected in the current tax collection fund that had not been distributed at March 31, 2006, to various funds as follows:

General Fund \$ 6,110

NOTE E: CAPITAL ASSETS

		L ASSETS PRECIATED	CAPITA	<u>)</u>		
	Land & Improv.	Library Books & Periodicals	Buildings	Data Handling Equipment	Vehicles an Equipment	
Governmental Activities Capital Assets						
Balance, April 1, 2004 Increases Decreases	\$ 38,004 - -	\$ 50,000 - -	\$ 633,410 4,075	\$ 20,000 - -	\$1,237,241 31,050	\$1,978,655 35,125
Balance, March 31, 2006	38,004	50,000	637,485	20,000	1,268,291	2,013,780
Accumulated Depreciation						
Balance, April 1, 2004	-	_	240,483	11,428	503,437	755,348
Increases	-	-	13,993	2,857	84,681	101,531
Decreases		<u> </u>			y	
Balance, March 31, 2006			<u>254,476</u>	14,285	<u>588,118</u>	856,879
Capital Assets, Net	\$ 38,004	\$ 50,000	\$ 383,009	<u>\$ 5,715</u>	<u>\$ 680,173</u>	<u>\$1,156,901</u>

Depreciation expense was charged to functions of the Township as follows:

Governmental Activities

Township Administration	\$ 2,857
Buildings and Grounds	17,842
Fire	 80,832
Total	\$ 101,531

NOTE F: LONG-TERM DEBT

As of March 31, 2006, the Township had no outstanding debt. The amount outstanding at April 1, 2005 (\$114,727) was paid off in full over the past year.

NOTE G: RESERVED FUND BALANCE

The Township has reserved fund balance in the amount of \$455,342 related to perpetual care in the Cemetery Fund (\$42,172), the Fire Fund (\$322,175), and the Road Fund (\$90,995).

NOTE H: RETIREMENT PLAN

The Township has a defined contribution pension plan for its employees. Listed below is a summary of the significant plan provisions adopted by Board resolution in February 1969, and as amended in April, 1996.

A. Eligibility Requirements

- 1. Attained age of 18 and not more than 75.
- 2. No minimum, service requirement.
- 3. All employees except volunteer fire fighters and seasonal employees.

B. Contributions

Schedule contributions are based on participant's compensation: 75% funded by the Township, 25% by the employee. A total of seven percent (7%) of employee compensation is contributed.

C. Vesting

1. Contributions are vested to the employee immediately upon entering the plan.

D. Plan Administration

1. The plan is administered by the Township Clerk.

During the year of audit, the total employer contributions for the year, was \$7,324. Covered payroll for the year was \$135,494. The plan was funded at the required contribution amount. No pension prevision changes occurred during the year that affected the required contributions to be made by the Township or its employees.

NOTE I: CONTINGENCIES

INSURANCE

The Township is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; error and omission; injuries to employees; and natural disasters.

NOTE I: CONTINGENCIES (CONTINUED)

The Township participates in the Michigan Township Participating plan, a self insured group. The pool is considered a public entity risk pool. The Township pay annual premiums to the pool for the respective insurance coverage. In the event a pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the pool's policy year may be subject to special assessment to make up the deficiency. The pool maintains reinsurance for claims for each occurrence with the overall maximum coverage varying depending on the specific type of coverage of insurance. The Township has not been informed of any special assessment being required. There were no significant changes in coverage.

	ORIGINAL BUDGET				ACTUAL		VARIANCE FROM FINAL AMENDED BUDGET	
REVENUES Property Toyon	<u></u>	100.000	Φ	400.054	Φ.	400.000	Α	4.005
Property Taxes State Grants:	\$	128,000	\$	128,354	\$	133,239	\$	4,885
State Shared Sales Tax Swamp Tax Charges for Services:		185 <u>,</u> 080 11,800		185,080 11,800		182,309 11,820		(2,771) 20
Property Tax Administration Summer Tax Reimbursement		28,000 20,435		33,000 20,400		31,522 20,435		(1,478) 35
Oil/Gas Lease - Airport Interest Miscellaneous		11,000 6,000 6,600		11,000 6,000 7,700		20,518 24,586 8,584		9,518 18,586 884
Total Revenues		396,915		403,334		433,013		29,679
EXPENDITURES GENERAL GOVERNMENT Township Board:								
Salaries - Trustees		3,183		3,183		3,184		(1)
FICA Insurance		245 15,864		245		244		1
Spring Clean Up		10,000		15,000 6,500		14,768 6,415		232 85
Legal		7,000		14,000		13,552		448
Audit		7,000		4,900		4,825		75
Dues and Subscriptions		2,000		2,000		1,744		256
Printing		1,800		2,855		2,852		3
Street Lights Copier Lease		6,000		6,000		5,249		751
Travel/Meals		2,175 2,000		2,175 500		1,913 355		262 145
Contingency Fund		16,000		13,975		12,179		1,796
Capital Outlay		4,000		4,000		2,612		1,388
Miscellaneous		5,804		12,684		6,128		6,556
Total Township Board		83,071		88,017		76,020		11,997
Supervisor:								
Salary		5,848		5,848		5,848		_
Fringes		448		448		447		1
Education		500		500		-		500
Mileage		150		150		42		108
Total Supervisor		6,946		6,946		6,337		609

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
Election:				
Salaries	2,600	2,600	1,492	1,108
Supplies	700	100	171	(71)
Travel Miscellaneous	200 600	300 1,600	121 648	179 952

Total Election	4,100	4,600	2,432	2,168
Treasurer:				
Salary	23,567	23,567	23,567	-
Salaries - Deputy and Clerical	12,305	12,305	11,342	963
Fringes	2,475	2,745	2,678	67
Capital Outlay Miscellaneous	1,000 500	1,000 500	- 198	1,000 302
Misocharicous				302
Total Treasurer	39,847	40,117	37,785	2,332
Assessor:				
Contractual	36,400	36,400	36,400	-
Misc	200	200	11	189
Total Assessor	36,600	36,600	36,411	189
Board of Review:				
Salaries	900	900	510	390
FICA	70	70	39	31
Education	200	240	240	-
Travel Miscellaneous	250 200	250 160	- 64	250
Miscellaneous		100		96
Total Board of Review	1,620	1,620	853	767
Clerk:				
Salary	16,480	16,480	16,480	-
Clerical Wages	1,093	1,093	1,093	
Fringes	1,345	1,345	1,291	54
Education	500	500		500
Travel	1,000	1,000	575	425
Miscellaneous	300	300	-	300
Total Clerk	20,718	20,718	19,439	1,279

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
Township Hall:				
Wages	27,466	27,466	27,042	424
FICĂ	2,105	2,130	2,130	-
Building Maintenance/Supplies	11,000	10,990	7,184	3,806
Utilities	8,100	8,410	5,918	2,492
Capital Outlay	2,000	2,000	843	1,157
Miscellaneous	300	300	141	159
New Building Fund	10,000	1,000	1,000	
Total Township Hall	60,971	52,296	44,258	8,038
General Administration Costs:				
Computer Services	20,000	20,000	14,758	5,242
Postage	10,000	10,000	7,591	2,409
Health Insurance	32,500	32,500	30,827	1,673
Pension	8,783	9,670	7,324	2,346
Life, Dental, Optical Insurance	3,070	3,090	1,839	1,251
Total Gen. Administration Costs	74,353	75,260	62,339	12,921
Airport:				
Insurance	1,700	1,700	-	1,700
Repairs/Utilities	450	450	79	371
Dues and Subs	150	150		150
Total Airport	2,300	2,300	79	2,221
TOTAL GENERAL GOVERNMENT	330,526	328,474	285,953	42,521

	RIGINAL BUDGET		FINAL MENDED BUDGET	 ACTUAL	FI	ARIANCE ROM FINAL AMENDED BUDGET
PUBLIC SAFETY Ambulance Services	 46,000		46,000	 43,174		2,826
OTHER FINANCING SOURCES (USES) Interfund Transfers	-	***************************************	••	(40,821)		(40,821)
TOTAL EXPENDITURES AND TRANSFERS	 376,526		374,474	 369,948		4,526
Excess (Deficiency) of Revenues over Expenditures and Other Uses	20,389		28,860	63,065		34,205
Fund Balance - Beginning of Year	549,334		549,334	549,334		
Fund Balance - End of Year	\$ 569,723	\$	578,194	\$ 612,399	\$	34,205

	ORIGINAL BUDGET			FINAL AMENDED BUDGET		ACTUAL		ARIANCE ROM FINAL MENDED BUDGET
REVENUES			· · ·					
Property Taxes	\$	195,543	\$	195,543	\$	203,266	\$	7,723
Fee from Custer Township		104,037		104,037		110,187		6,150
Grant - State of Michigan Interest		(1,500) 1,000		(1,500) 1,000		26,739 3,993		25,239 2,993
Miscellaneous		(1,000)		(1,000)		1,569		2,993 2,569
Total Revenues	_	301,080	_	301,080		345,754		44,674
Total Nevertues	_							
EXPENDITURES								
Wages		59,600		59,600		58,871		729
FICĂ		4,560		4,560		4,504		56
Repairs and Maintenance		25,500		30,500		31,059		(559)
Insurance		27,146		27,146		24,974		2,172
Supplies		13,150		13,150		14,404		(1,254)
Utilities		12,186		12,186		12,356		(170)
Education Outside		10,000		10,000		11,204		(1,204)
Gas and Oil		5,300		5,300		5,917		(617)
Physicals		4,000		4,000		5,251		(1,251)
Community Service		3,000		3,000		2,227		773
Travel & Lodging		3,500		3,500		2,264		1,236
Snow Removal		1,500		1,500		1,700		(200)
Professional Fees		1,200		1,200		1,000		200
Dues and Subs		400		400		500		(100)
Printing		1,200		1,200		250		950
Capital Outlay		40,000		45,000		44,037		963
Debt Service		67,000	_	120,000		119,225	·	775
Total Expenditures		279,242		342,242		339,743		2,499
Excess (Deficiency) of Revenues		04.000		/// / / 000		0.04:		
Over Expenditures		21,838		(41,162)		6,011		47,173
Fund Balance - Beginning of Year		316,164		316,164		316,164		-
Fund Balance - End of Year	\$	338,002	\$	275,002	\$	322,175	\$	47,173

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
REVENUES Property Taxes State Revenue - Annual Maint Fee	88,300	84,500 7,000	88,437 7,330	3,937 330
Total Revenues	88,300	91,500	95,767	4,267
EXPENDITURES Road Construction Total Expenditures	146,697 	154,197 154,197	154,154 ————————————————————————————————————	43
Excess (Deficiency) of Revenues Over Expenditures	(58,397)	(62,697)	(58,387)	4,310
OTHER FINANCING SOURCES Transfer from General Fund			6,450	6,450
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(58,397)	(62,697)	(51,937)	10,760
Fund Balance - Beginning of Year	142,932	142,932	142,932	-
Fund Balance - End of Year	84,535	80,235	90,995	10,760

TOWNSHIP OF MANCELONA COMBINED BALANCE SHEET NON MAJOR FUNDS MARCH 31, 2006

	CEMETERY		LIBRARY		LIQUOR		TOTAL	
ASSETS								
Cash Certificate of Deposit	\$	59,946 20,880	\$	-	\$	-	\$	59,946 20,880
Total Assets		80,826		-		p.a.		80,826
LIABILITIES AND FUND EQUITY								
Liabilities Accounts Payable		-		-				-
Fund Equity Fund balance: Undesignated, Unreserved Reserved		38,654 42,172		- -		- -		38,654 (42,172)
Total Fund balance		80,826				-		80,826
Total Liabilities and Fund Equity	\$	80,826	\$	_	\$	_	\$	80,826

TOWNSHIP OF MANCELONA STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE NON MAJOR FUNDS FOR THE YEAR ENDED MARCH 31, 2006

	C	EMETERY		LIBRARY	LIQUOR		TOTAL
REVENUES: Grave Openings Royalties Lot Sales - Perpetual Care Lot Sales Yearly Maintanence Fee Interest - Perpetual State Aid Penal Fines	\$	11,035 4,184 4,850 4,580 500 830	· - #	5,115 16,572	\$	- - - - - -	\$ 11,035 4,184 4,850 4,580 500 830 5,115 16,572
Custer/Donations Liquor License Misc		15	_	11,443 - 1,314		1,674 -	 11,443 1,674 1,329
Total Revenues		25,994	_	34,444		1,674	 62,112
EXPENDITURES: Wages Fica Books Capital Outlay Cemetery Costs Library Costs Liquor Law Costs Total Expenditures		23,082 1,766 - 30,694 8,374 - - 63,916		23,329 1,792 9,915 4,075 - 16,639 - 55,750		2,388 183 - - - - 757 3,328	 48,799 3,741 9,915 34,769 8,374 16,639 757
Excess (Deficiency) of Revenues over Expenditures		(37,922)		(21,306)		(1,654)	(60,882)
TRANSFERS IN (OUT)		12,038		21,306		1,027	34,371
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	<u> </u>	(25,884)		-		(627)	(26,511)
Fund Balance - Beginning of Year		106,710		_	_	627	 107,337
Fund Balance - End of Year	\$	80,826	\$ =	<u>-</u>	\$	-	\$ 80,826